

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER
AND SCHOOL AND FORT SAM HOUSTON
2250 Stanley Road
Fort Sam Houston, Texas 78234-6150

AMEDDC&S & FSH Circular
No. 350-06-1

3 July 2006

Expires 30 September 2006
Training

CLASS SCHEDULING INFORMATION FOR FISCAL YEAR 2006 (FY06)

- 1. HISTORY.** This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.
- 2. PURPOSE.** To serve as a guide in the planning and scheduling of US Army Medical Department Center and School (AMEDDC&S) resident classes during FY06.
- 3. REFERENCES.**
 - a. Memorandum, US Army Training and Doctrine Command, ATTG-MO, no date, subject: Advance Planning for Christmas/New Year Holiday-Exodus Fiscal Year (FY) 06 for Initial Entry Training (IET) Soldiers. (Related)
 - b. Memorandum, US Army Medical Department Center and School and Fort Sam Houston, 28 Jul 05, subject: Authorized Training Holidays - Fiscal Year 2006. (Related)
 - c. Memorandum, US Army Medical Department Center and School and Fort Sam Houston, 28 Sep 05, subject: Christmas/New Year Holiday Policy for Fiscal Year 2006 (FY06), US Army Medical Department Center and School (AMEDDC&S). (Related)
- 4. RESPONSIBILITIES.** Office of the Dean, Academy of Health Sciences (AHS), establishes all policies pertaining to class scheduling.

*This circular supersedes AMEDDC&S & FSH Cir 350-02-01,
30 Apr 03.

a. Training Systems Support Branch (TSSB), Department of Academic Support and Quality Assurance (DASQA), AHS:

(1) Publishes information required for scheduling resident courses.

(2) Maintains class schedule database.

(3) Compiles and submits AHS transportation requests to the Directorate of Logistics, US Army Garrison, Building 2272.

b. AMEDDC&S Training Departments:

(1) Submit training schedules on the approved Microsoft Excel spreadsheet and transportation requests to the TSSB, DASQA, at least 3 months prior to the class report date for classes conducted at Fort Sam Houston or San Antonio, Texas. At a minimum, the schedule will include course code, class number, course name, date(s), time(s), location, operations or scheduling point of contact with phone number, block of instruction or event, and the reference (lesson plan, Army Regulation, etc.). Changes to schedules should be sent to the TSSB as soon as approved.

(a) Field training exercise schedule changes requested fewer than 45 days before execution require approval of the Dean, AHS, and/or Commander, 32d Medical Brigade.

(b) Any schedule change that affects a transportation requirement must be submitted to the TSSB, DASQA, at least 2 days prior to execution of the requirement.

(c) All military occupational specialty, additional skill identifier, and leadership courses are required to schedule a web-based Student Assessment Questionnaire (SAQ) within two weeks of graduation/closing. Contact the Scheduling Office to reserve a level two classroom for this event, and include it on the class schedule.

(2) Ensure makeup instruction is provided to students taking leave in observance of religious holidays, as approved in accordance with paragraph 5a. Makeup instruction must be conducted prior to the class graduation date.

c. Training Battalions:

(1) Ensure a Command Information Program is conducted every month for all enlisted courses 6 weeks or more in duration, with the exception of the 6-8-C40 and 6-8-C42 courses. Students will be allowed to attend this function no earlier than 1600 hours. The Department of Combat Medic Training (DCMT) (91W) will coordinate the time and date with the 32d Medical Brigade. All other courses will coordinate the time and date with the Office of the Dean, AHS. Schedule and coordinate the time, date and location with the Office of the Dean, AHS, and the DCMT, 32d Medical Brigade.

(2) Coordinate the selection of students for parades with course directors.

(3) Commanders of the 187th and 232d Medical Battalions, and the 32d Medical Brigade, may authorize leave for religious observances on recognized religious holidays other than those listed in paragraph 5a. The religious holiday, Three Kings Day, will be celebrated at Fort Sam Houston. Coordination must be made with the training departments.

d. The Commander, AMEDDC&S, is the sole authority for approving delayed class start times, early class dismissals, or cancellation of training.

5. HOLIDAYS.

a. Official Army Training Requirements and Resources System (ATRRS) holidays for the FY06 training calendar are as follows:

Columbus Day	10 Oct 05
Veterans Day	11 Nov 05
Thanksgiving Day	24 Nov 05
(Training Holiday)	25 Nov 05
Holiday Leave Period	21 Dec 05 - 3 Jan 06
Martin Luther King Day	16 Jan 06
President's Day	20 Feb 06
Memorial Day	29 May 06
Independence Day	4 Jul 06
Labor Day	4 Sep 06

(1) The Commander, AMEDDC&S, has approved the holiday leave period (Exodus) from 0001, 21 Dec 05 (Wednesday), through 1800, 3 Jan 06 (Tuesday). The last period of instruction will end at 1700, 20 Dec 05. During this Exodus, local commercial transportation may be unable to accommodate increases in students departing or returning from leave. Commanders may authorize up to 24 hours deviation from scheduled departure and termination dates, provided changes to scheduled class graduation dates will not result. All changes to training schedules must be coordinated with the course director, and upon approval, reported to TSSB, DASQA. Deviations in excess of 24 hours will require concurrence of the Commander, AMEDDC&S.

(2) Command-designated training holidays for FY06, other than 25 Nov 05, should be observed whenever possible (ref para 3b). If needed, training will be conducted on these training holidays to accomplish the complete curriculum of the program of instruction. Notify the Office of the Dean, AHS, 187th and 232d Medical Battalions, and 32d Medical Brigade if class will be conducted on a training holiday. Observing training holidays will not lengthen or shorten the class schedule or affect the graduation date as stated in the ATRRS.

b. The date for the Army Medical Department Regimental Anniversary is 27 Jul 06. Participation in scheduled activities is recommended, providing graduation dates are not affected.

6. PARADE/RETIREMENT CEREMONIES. The following information will be used in planning parade/retirement ceremonies conducted at AMEDDC&S during FY06:

a. Preparation for parades will be scheduled at 0630. Immediately following the parade ceremonies, "Commandant's Time" may be scheduled for one period. Leadership parade practice will be conducted at 0700 on the Monday preceding the parade date. Full parade practices will be scheduled the first two periods (0800-0950) on the Tuesday preceding the parade date. The parade/retirement ceremonies will be conducted at 0745, unless otherwise announced.

b. 32d Medical Brigade will notify the Dean, AHS, of unscheduled parade/retirement ceremonies.

c. The following is a list of parade dates for FY06:

27 Oct 05
 17 Nov 05
 26 Jan 06
 23 Feb 06
 30 Mar 06
 23 Apr 06 (Fiesta Parade)
 27 Apr 06
 25 May 06
 29 Jun 06
 27 Jul 06
 31 Aug 06
 28 Sep 06

d. The following is a list of courses that are approximately 6 weeks in duration that may participate in the monthly parade/retirement ceremonies as needed:

300-91W10	303-91X10	313-91P10	513-91G10
300-M6	303-N3	321-91R10	551-91J10
300-P2	303-N9	321-91T10	800-91M10
300-P3	304-P1	322-91S10	
300-Y6	311-91K10	330-91E10	
301-91D10	312-91Q10	330-X2	

e. Exceptions to parade participation will be requested by memorandum, through the chain of command, for approval by the Commander, AMEDDC&S.

(MCCS-HSM)
FOR THE COMMANDER:

OFFICIAL:

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EARNEST C. BRIDGES
Chief, Human Resources
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